



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Services Technician
Class Code Number	5200

General Statement of Duties

Performs safety inspections and repairs on all City vehicles and equipment as assigned; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform safety inspection, maintenance, and repair on all City vehicles and equipment as assigned. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a mechanical shop environment and outdoor environment.

Examples of Essential Work (Illustrative Only)

- Performs safety inspections on all vehicles and equipment , including inspecting brakes, lighting systems, and emergency equipment on Fire and Police vehicles, and inspecting all aspects of vehicle mechanical systems for other vehicles and equipment;
- Performs routine repair and maintenance work on automobiles, trucks, and heavy automotive equipment, including changing and repairing tires, installing and servicing batteries, fueling, lubricating, and greasing vehicles and equipment, steam cleaning vehicles and equipment, and performing related maintenance duties;

- Performs inspections, maintenance, and repairs on all vehicle tires, including performing service calls on stranded vehicles, inspecting tires for wear and tear, repairing and replacing tires, and maintaining a supply of tire inventory;
- Performs troubleshooting duties on cooling systems and diesel powered vehicles and equipment, including conducting nitrate, ph, and antifreeze tests on fire trucks, tankers, and all other diesel powered equipment;
- Maintains all fluids and filters on Coast Fireboat, all Fire and Police Department vehicles, all service vehicles and equipment, and standby generators at all Fire stations and the Water Treatment Plant;
- Participates in the general maintenance and cleaning of the automotive shop area;
- Participates with other mechanics in the performance of mechanical repairs, reports safety and other priority repair work to supervisor, and performs record keeping duties for all work completed;
- Constructs and customizes special tools for specific tasks, and retrofits parts and accessories on equipment as needed;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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| <ul style="list-style-type: none"> · Substantial knowledge of lubricating techniques and products, including their grades and usage; · Substantial knowledge of the specifications and application of engine and transmission lubricants; · Substantial knowledge of the specifications of tires and tire grades for specific vehicles; · Substantial knowledge of automotive equipment repair; · Substantial knowledge of safety regulations and safe working practices; · Substantial knowledge of the safety regulations for legal tire tread wear allowance; · Substantial knowledge of the proper handling and disposal of hazardous materials; · Ability to perform tire changing duties, including repair and maintenance; · Ability to inspect, maintain, and repair vehicles and power driven equipment; · Ability to perform lifting and hoisting operations; · Ability to operate tools and equipment to perform the work; · Ability to construct and customize tools and parts for specialized tasks; · Ability to retrofit vehicles and equipment; · Ability to perform simple record keeping duties; · Ability to learn to service automotive and heavy equipment according to City procedures; · Ability to establish and maintain effective relationships with others in the course of work; · Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; · Ability to understand and follow oral and/or written policies, procedures, and instructions; |
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- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Some (one to three years) equipment maintenance and service experience.

Required Special Qualifications

- Valid Class C California State Driver's license .

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate hand and power tools, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a mechanical shop and outdoor environment.